



The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security (MNS) hereby invites applications from suitably qualified individuals to fill the following post:

Compliance Enforcement Officer (LEVEL 8) - Mandeville

Salary \$4,266,270 per annum

Job Purpose

To conduct the Authority's programme of Investigative Audits and Complaints Investigation.

KEY OUTPUTS

- Accurate investigation reports
- Timely delivery of investigation reports
- Investigation progress reports

KEY AREAS OF RESPONSIBILITY

- Liaise with customers, government ministries, departments and agencies and private sector organizations to disseminate information and gain customer feedback.
- Review customer comments and suggestions received and respond to issues raised
- Prepare monthly and annual performance reports and statistics.
- Contribute to the development of the corporate plan and budget to ensure the department targets and objectives are reflected.
- Communicate with members of the public on the Authority's policies and practices and relevant legislations.
- Administer customer questionnaires, surveys and polls to gain feedback on Authority services and identify areas for improvement.
- Assist in developing and reviewing division's policies, procedures and systems to meet the Authority's goals, objectives and targets.
- Communicate with members of the public on the Authority's policies and practices and relevant legislations.
- Conduct comprehensive & snap audits of FLA Approved Firearm Authorisations
- Participate in the renewal process FLA Approved Firearm Authorisations
- Serve Revocation Orders to FLA Approved Firearm Authorisation holder.
- Enforcement of revocation orders by the retrieval of firearms, ammunition, accessories, and licences
- Perform other related duties as assigned by the Director, Compliance and Enforcement

PERFORMANCE STANDARDS/INDICATORS

- Deliverables produced within agreed timeframe.
- Compliance and Enforcement programmes are in keeping with GOJ international obligations under treaties and convention with respect to the firearm industry.

- Investigations conducted in accordance with agreed timeframe and standards.
- Firearm/Ammunition retrieval and inspection coordinated in keeping with the Authority's policies and procedures.
- Statements recorded in keeping with standard operating procedures.
- Revocation orders issued in keeping with the Authority's policies and procedures.
- Reports and data produced are accurate and complete.
- Customers' queries and issues are responded to within agreed timescales in accordance with the Authority's policies and procedures.
- The extent to which confidentiality, integrity and sensitivity are displayed in the execution of duties.

REQUIRED COMPETENCIES

Technical Competencies

- ✓ Excellent knowledge of the Firearms (Prohibition, Restriction and Regulation) Act, 2022
- ✓ Strong knowledge of industry regulations and standards
- ✓ Sound investigative skills
- ✓ Sound knowledge in the use of firearms
- ✓ Knowledge of the Authority's policies and procedures
- ✓ Working knowledge of relevant computer applications
- ✓ High level of integrity and confidentiality

Core Competencies

- ✓ Good communication and interpersonal skills
- ✓ Excellent organisation skills
- ✓ Excellent research, analytical and problem-solving skills
- ✓ Excellent time management skills
- ✓ Good analytical skills and sound judgment
- ✓ Excellent planning and organizing skills

WORKING CONDITIONS

- Extensive travelling may be necessary
- May be required to work outside of regular working hours

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

Bachelor's degree in management studies, Business Administration, Public Administration or equivalent.

Three (3) years' experience in compliance auditing

Applications accompanied by resumes should be submitted

NO LATER THAN FRIDAY AUGUST 22, 2025, to

The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6
or
hrd@fla.gov.jm

PLEASE PUT THE POST YOU ARE APPLYING FOR IN THE EMAIL SUBJECT
ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK.
PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.